Giles County Public Schools

Eastern Elementary/Middle School
Macy McClaugherty Elementary/Middle School
Narrows Elementary/Middle School
Narrows High School
Giles High School
Giles County Technology Center

Division Technology Plan

Reviewed & Updated 2014
For 2014-2016

Reviewed & Updated Fall 2015
For 2016-2018

http://sbo.gilesk12.org/

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EXECUTIVE SUMMARY

Giles County Public Schools is committed to improving student achievement. The school division believes the effective use of technology and software applications in assessment, instruction, remediation, and data analysis by school personnel will improve student achievement. The division technology plan has been updated for 2016-18 and identifies strategies that support the school division's vision to use technology to prepare students for their future roles in a technological society.

In the development of this technology plan in 2011, the previous technology plan was reviewed by stakeholders, and suggestions were solicited for strategies to address the goals and objectives of the Educational Technology Plan for Virginia 2010-15. Using the goals and objectives from the state technology plan, the division plan was updated and aligned with the state technology plan. The technology plan was also reviewed in relation to criteria of the federal Erate program.

A review of the plan was conducted in spring 2014 and shows that Giles County Schools continues to be well served by technology hardware, applications, and connectivity. Professional personnel have many of the technology skills necessary to use hardware and software applications, and they are increasing their skill level to integrate technology into instruction. The division will continue to offer and promote professional development opportunities for staff to effectively use the technology resources for improving student achievement.

There is a tremendous amount of online instructional resources available. The increasing demand for bandwidth and network traffic will require frequent evaluation of the infrastructure to support the resources for teachers and students to maximize use of technology tools.

An Instructional Technology Assessment was conducted in Fall 2015. The assessment surveyed professional staff on hardware, software, Internet access, professional development activities and technology communication systems. Overall professional staff agreed that the school division is currently meeting most technology needs of students and teachers. The most consistent comments toward future needs included implementing wireless access, and increasing availability of individual student devices such as laptops, tablets and Ipads as mobile classroom sets. The summary results of the Instructional Technology Assessment are located on the Giles County Schools web page with this technology plan.

PROCESS.

VISION

Students and teachers will use state-of-the-art technology to enhance the learning process and improve student achievement. All involved in the educational system shall strive for greater efficiency and higher levels of competence in the use of technology to improve student achievement and to prepare students for their future roles in a technological society.

MISSION STATEMENT

Giles County Public Schools will integrate technology throughout the educational system to ensure that all students and staff are technologically iterate and able to effectively use technology in the teaching/learning process.

PLANNING COMMITTEE TIMELINE

Technology Committee provided copies or web access to the following documents and reviewed the information in preparation to revise the division technology plan: -Giles County 2008-2013 Technology Plan -Educational Technology Plan for Virginia 2010-2015 -Past survey results of software evaluations -Evaluation results of professional development activities -Needs assessment of Internet access/networking infrastructure and technology hardware -Technology plans from other school divisions	Oct 2011 – Nov 2011
Technology Committee meetings and collaborative editing through a Wiki on identifying local strategies and measures to address goals/objectives and other items of the Virginia Technology Plan	Dec 2011 – Feb 2012
Submit completed plan to the School Board for approval and file copy with VA Department of Education	Feb 2012
Technology Committee reviews progress achieved and considerations for the near future to update plan for 2014-16 Updated plan submitted to Giles County School Board Updated plan approved by School Board	On going June 2014 August 22, 2014
Instructional Technology Assessment conducted by anonymous survey of professional staff	Oct – Nov 2015
Technology Committee provided copies of Instructional Technology Assessment results and Technology Plan 2014-16 for review and update. Meeting held 12/1/2015 and Technology Plan addendum for 2016-18 discussed.	Nov – Dec 2015

EVALUATION PROCESS

The Giles County Schools Division Technology Plan will be evaluated annually by the Technology Advisory Committee. The evaluation will include documentation of evaluation items as described in the plan, review and analysis of data related to technology and integration into instruction, and needs assessment that may address professional development, technology hardware and infrastructure, instructional resources and staffing to support technology. Strategies, budget and timeline may be adjusted from year to year. The overall plan will be reviewed and revised every three years.

NEEDS ASSESSMENT

Giles County Schools technology personnel periodically survey staff and review data related to technology including staffing, infrastructure, training, and software/hardware. The most recent survey of professional staff was conducted in Oct-Nov 2015 and the results were reviewed by the Division Technology Advisory Committee in Dec 2015. Through these assessments the following recommendations are outlined.

Staffing: The minimum staffing for Instructional Technology Resource Teachers (ITRT) and computer technician support is provided. Due to budget restraints computer lab manager positions at the elementary/middle and high schools were eliminated (one per school) in 2009. The computer lab managers assisted teachers by having computer labs set up for instruction or testing prior to the class arriving, helping to monitor the class, and taking care of software and minor hardware problems. Faculty identified the reinstatement of these positions as the greatest need for technology staffing.

Progress: This was again identified as a need in the review of the technology plan in 2014. December 2015 review of plan. Additional staffing for technology services was discussed at December meeting and again identified the needs of schools to have dedicated computer lab managers. It was also discussed that as the school division moves to implement wireless access and individual devices there will need to be additional technical support personnel dedicated to each school to manage, troubleshoot and maintain the technology services.

Infrastructure: Issues with broadband capacity were evident at the start of the 2010-11 school year. The use of web based resources for instruction and remediation increased to the point that the effective use of those resources was becoming crippled due to lack of broadband capacity. The technology staff investigated options to upgrade the broadband capacity as well as the wide area network connecting all the school facilities within the division. From that information the upgrade of Internet access and wide area network capacity began in the Fall of 2011. Broadband capacity for Internet access for the division was increased to 50MB and the wide area network went from 1.5MB to 10MB per line.

Progress: The upgrade of the wide area network was completed in the summer of 2012. The infrastructure continues to function adequately when reviewed in 2014. Additionally the division continues to investigate the implementation of wireless broadband network within schools. With the recent decisions by the FCC to direct funding to wireless broadband over the next few years

as part of the Erate program, the division may have the funding necessary to begin implementation of broadband services.

December 2015 review of plan. The current bandwidth capacity has been adequate only due to the work of the Network Administrator who is actively segmenting, prioritizing and managing the bandwidth. Resources to move ahead with wireless access are still in question. Erate funds directed toward wireless access will only cover a portion of the costs associated with this infrastructure build. The state is moving toward providing state contracts and assistance. The division will need to continue to monitor this development and utilize the resources as the wireless plan is developed.

Professional Development: Giles County Schools has partnered for several years with New River Community College to offer technology related college level courses. Two teachers within the school system have served as co-instructors for the on line courses that have focused on the integration of technology into instruction. From survey results teachers overwhelming prefer to enroll into on line technology courses over courses taught in a traditional class setting. Teachers have emphasized they wish to continue the opportunity to gain technology skills through on line courses.

Progress: Thirty to forty teachers a year enroll in the courses and the instructors are attentive to developing a new course every year to address new ways to integrate technology into classroom instruction.

December 2015 review of plan. The technology assessment survey indicates teachers overwhelmingly prefer Internet based courses and continue to participate in the NRCC courses offered on line by Giles County teachers. Enrollment in the college credit courses continues to be thirty to forty teachers a year.

Giles County Schools requires teachers to participate in a minimum of one day of technology in service each summer. The workshops provide skill development, development of lesson plans using technology and a review of Internet Safety concepts. Over 90% of teachers have consistently rated the workshops as Good or Excellent. We will continue to implement this model of training for new software or technology to continuously improve teacher skills.

Progress: In 2013 the summer technology workshop went to an on line format. 90% of teachers preferred the on line format to a face-to-face workshop. The division will continue to provide this workshop in an on line format in the future.

December 2015 review of plan. The technology assessment survey shows 95% of teachers prefer on line workshops over face-to-face workshops. The division will continue to support this workshop format in the future.

Hardware/Software Tools: Through committee member surveys of their school faculty the following recommendations were determined.

- Continue to update computer stations within computer labs and classrooms.
- Continue to install SmartBoards or computer projectors in classrooms.
- Update operating systems and peripheral devices in classrooms and teacher stations.
- Continue Interactive Achievement software acquisition.
- Upgrade library management software system.

Progress: Computer stations and software have been updated yearly. All Business Education computer labs were upgraded to MS Office 2013 in spring/summer of 2014. Operating systems in many of the computers have been upgraded from Windows Vista to Windows 7. Interactive Achievement has been purchased each year for all elementary and high schools. The library management software system was upgraded in 2013.

December 2015 review of plan. Teacher assessment of hardware/software tools from the technology assessment survey indicates teachers are generally satisfied with the technology they have access to at this time. It is evident from teacher comments that the focus of technology upgrades is toward wireless access and mobile handheld devices to be able to use in their own classroom. This will be the major focus of the infrastructure upgrades over the next few years.

STAKEHOLDERS

Jeff Young - Network Administrator
Forest Fowler - Division Technology Coordinator & CTE Administrator
Jason Mills - Secondary Administrator
Rick Franklin - Elementary Administrator
Lindsey Lawrence – Eastern Elementary/Middle School Teacher Representative
Emily Moye – Macy Elementary/Middle School Teacher Representative
Lisa James – Narrows Elementary/Middle School Teacher and Title I Representative
Tabitha Young – Giles High School Teacher Representative
Teresa Lowe – Narrows High School Teacher Representative
Craig Johnson – Giles County Technology Center Teacher Representative
Jackie Evans – Elementary Instructional Technology Resource Teacher
Brenda Stephan – Secondary Instructional Technology Resource Teacher
Chris Neice - Parent/SRO Representative

ACTIONS. Alignment of Giles County Schools Strategies and Evaluation Measures with Virginia Goals and Objectives

Goal 1. Provide a safe, flexible, and effective learning environment for all students.

Objective 1.1: Deliver appropriate and challenging curricula through face-to-face, blended and virtual environments.	
STRATEGIES	MEASURES/EVALUATION STRATEGIES
1. Expand virtual learning opportunities through Virtual Virginia, distance learning with local colleges and expansion of opportunities for students to receive remediation, credit recovery and enrichment activities	-Enrollment in distance learning courses, Virtual Virginia, and other virtual environments -Variety of courses and instructional activities offered
2. Ensure that teachers, students and parents are aware of virtual learning opportunities and provide support for successful implementation	-Documentation of information and delivery method to teachers/students/parents -Enrollment in virtual learning opportunities
3. Provide physical and virtual environments for collaborative and individual blended learning	-Identify physical spaces suitable for virtual learning environment -Increased uses of virtual courses offerings, wikis, blogs, etc

Objective 1.2: Provide the technical and human infrastructure necessary to support real, blended and virtual learning environments.	
STRATEGIES	MEASURES/EVALUATION STRATEGIES
1. Acquire networked multi-media computers for K-12 classrooms, library media centers, and computer labs that meet state specifications to meet and improve on the minimum of 5 to 1 student/computer ratio	-Purchase multi-media computer stations to place in classrooms, library media centers and computer labs -Review school planning documents annually to determine grade level and department priorities
2. Acquire peripheral technology equipment to enhance effectiveness of multi-media computers	-Purchase of printers, scanners, digital cameras, projection devices, Smart Boards, Elmos and other technology hardware
3. Maintain and upgrade network operations to effectively handle web-based and networked applications	-Monitor network in relation to traffic and take corrective action when necessary -Provide necessary resources for the Network Administrator to effectively manage the network operations 24/7
4. Maintain adequate technical and professional support for technology including school technicians and Instructional Technology Resource Teachers	-Continue current positions to meet the Standards of Quality staffing -Evaluate and add additional staff when necessary
5. Add wireless capability for mobile computer labs	-Continue to review wireless options for mobile computer labs considering cost, performance and benefits compared to desktop units
6. Participate in federal Title programs, state Technology Initiative grants, Erate funding program and other technology related grant programs that support the division technology plan	-Record of number of successful grant applications obtained -Documentation of standards and measures met under the grant applications

Objective 1.3: Provide high-quality professional development to help educators create, maintain, and work in a variety of learner-centered environments.	
STRATEGIES	MEASURES/EVALUATION STRATEGIES
1. Continue to provide instructional support and training through college courses, workshops, Webinars, conferences and ITRT activities	-ITRT reports of activities conducted with teachers -College course participation in technology related courses -Teacher participation in Summer Technology Workshops held annually -Technology related conferences attended by professional staff
2. Maintain and expand technology related partnerships with educational institutions, business and government to include TTAC, Microsoft IT Academy, New River Community College	-Continue to fully participate and develop new partnerships and document activities.

Goal 2. Engage students in meaningful curricular content through the purposeful and effective use of technology.

Objective 2.1: Support innovative professional development practices that promote strategic growth for all educators and collaboration with other educators, content experts, and students.	
STRATEGIES	MEASURES/EVALUATION STRATEGIES
1. Improve teacher skills to integrate technology into daily instruction	-Support professional development opportunities including, but not limited to, college credit courses and technology related workshops that focus on integration of technology -Document number of courses and workshops held and number of participants
2. Provide opportunities for collaboration among teachers, ITRTs, media specialists and other instructional staff to develop integrated lessons.	-Documentation of shared time provided by school administrators by aligning teaching schedules, providing time during teacher in-service days, summer workshops -Evaluation survey from workshops

3. Implement the teaching of information literacy skills in elementary grades and continue the development of these skills into secondary grades	-Provide professional development for instructional staff to integrate information literacy skills into instruction -Teacher lesson plans show instruction addressing information literacy skills.

Objective 2.2: Actualize the ability of technology to individualize learning and provide equitable opportunities for all learners.

STRATEGIES	MEASURES/EVALUATION STRATEGIES
1. Provide resources and support for ITRTs and library media specialists to assist teachers in integrating technology into teaching and learning	-Documentation of activities and assistance provided teachers in technology integration
2. Identify and use technology tools which record student progress by determining the student's starting level then students may achieve content at their own pace	-List of technology tools used -Documentation of classroom activities
3. Disseminate information about technologies to all teachers so they are aware of what is available, how it can be obtained and who can provide assistance with training if needed	-ITRTs and library media specialists will distribute to teachers a fact sheet on technology related items including software programs, hardware and web based resources that are being used in the school division
4. Implement instructional strategies that engage students in the learning process including those with special needs	-Documentation of classroom activities that engage students in the use of technology in the learning process

Objective 2.3: Facilitate the implementation of high-quality Internet safety programs in schools.

STRATEGIES	MEASURES/EVALUATION STRATEGIES
1. Offer technology related workshops that include integration of Internet Safety concepts into instruction	-Minimum of one day per summer for technology trainings for all professional staff -Offer after school and in-school technology related workshops on Internet Safety for teachers, students and parents -Internet Safety lessons documented in lesson plans
2. Acceptable Use and Internet Safety Policy is current and up to date	-Technology Committee reviews the AUP and Internet Safety program yearly
3. The Internet Safety program is implemented by teachers, SROs, guidance counselors, library media specialists, ITRTs and administrators	-Documentation of lesson plans, faculty meeting agenda/minutes, presentations, etc
4. Utilize filtering and monitoring software to ensure safe use of Internet resources	-Monitoring of log files

Goal 3: Afford students with opportunities to apply technology effectively to gain knowledge, develop skills, and create and distribute artifacts that reflect their understandings.

Objective 3.1: Provide and support professional development that increases the capacity of teachers to design and facilitate meaningful learning experiences, thereby encouraging students to create, problem-solve, communicate, collaborate, and use real-world skills by applying technology purposefully.	
STRATEGIES	MEASURES/EVALUATION STRATEGIES
1. Support professional development opportunities including but not limited to college credit courses, conferences and in-service workshops throughout the school year that focus on integration of technology	-Number of college courses offered and number of teachers enrolled -Workshop participant lists

Objective 3.2: Ensure that students, teachers, and administrators are ICT literate.	
STRATEGIES	MEASURES/EVALUATION STRATEGIES
1. Students will develop the Computer Technology skills as described in the Standards of Learning	-Focused computer technology instruction is conducted at the elementary/middle schools -Grade 8 Computer Applications class is required of all students
2. Teachers of all subject areas will integrate technology into student lessons and assignments	-Teacher lesson plans
3. Provide opportunities for administrators, teachers, and students to use and evaluate technology hardware and software	-Document use of new technology hardware and resources and evaluation of such resources
4. Review SOL Technology Standards with administration and professional staff	-Agendas from workshops, faculty meetings and in-service activities

Objective 3.3: Implement technology-based formative assessments that produce further growth in content knowledge and skills development.	
STRATEGIES	MEASURES/EVALUATION STRATEGIES
1. Purchase web-based and networked applications in support of student achievement	-Review by teachers and administrators of web based applications currently in use as well as new web based applications -Purchase of applications that support SOL and student achievement
2. Provide students training and practice in content specific benchmark assessment software	-Documentation of student access to assessment software -Increased number of students involved in the use of the assessment software
3. Secondary students will be provided opportunities to earn an industry credential or license through their career and technical education program of study	-Number of students taking an assessment -Number of students passing an assessment

Goal 4. Provide students with access to authentic and appropriate tools to gain knowledge, develop skills, extend capabilities, and create and disseminate artifacts that demonstrate their understandings.

Objective 4.1: Provide resources and support to ensure that every student has access to a personal computing device.	
STRATEGIES	MEASURES/EVALUATION STRATEGIES
1. Provide timely maintenance and repair of technology hardware and infrastructure	-Logs of repair and maintenance items -Teacher perceptions of technology access due to maintenance and repair work

2. New technology equipment purchased on a regular basis to keep up to date in classrooms and labs	-Increase the number of currently available technologies

Objective 4.2: Provide technical and pedagogical support to ensure that students teachers, and administrators can effectively access and use technology tools.	
STRATEGIES	MEASURES/EVALUATION STRATEGIES
1. Provide professional development opportunities to enable teachers to effectively integrate new technologies into instruction	-Record of staff development activities -Teacher lesson plans
2. Provide professional development for administrators and teachers to develop skills and effectively use programs toward data driven analysis and evaluation of student achievement	-Record of workshops held and number of participants -Teacher and administrator evidence of data analysis in lesson plans, school instructional plans and decision making process
3. Provide technology resources to teachers and administrators in support of classroom, school and division management activities	-Purchase and/or update software management systems such as PowerSchool, IEP Online, Destiny Library Management System, Café Terminal, SIF, etc

Objective 4.3: Identify and disseminate information and resources that assist educators in selecting authentic and appropriate tools for all grade levels and curricular areas.	
STRATEGIES	MEASURES/EVALUATION STRATEGIES
1. ITRTs identify technology resources and provide one-on-one and group instruction on new technology resources	-ITRT documentation log
2. Administrators inform teachers of technology resources made available through the VA Department of Education	-Emails to faculty -Faculty meeting agendas

Goal 5. Use technology to support a culture of data-driven decision making that relies upon data to evaluate and improve teaching and learning.

Objective 5.1: Use data to inform and adjust technical, pedagogical, and financial support.	
STRATEGIES	MEASURES/EVALUATION STRATEGIES
1. Use data from school and division report cards to validate instructional and technology based activities	-School and division report card as released from the VA Department of Education
2. Evaluate funding for systematic replacement of existing technology and deployment of new technology	-Annual review of technology inventory against stated needs

3. Adjust professional development activities to meet the needs of teachers in support of integration of technology and student achievement	-Assessment of professional development needs identified by teachers.

Objective 5.2: Provide support to help teachers disaggregate, interpret, and use data to plan, improve, and differentiate instruction.	
STRATEGIES	MEASURES/EVALUATION STRATEGIES
1. Administration and guidance counselors will use the Education Information Management System (EIMS) to help teachers with the retrieval of data to be used to make decisions to improve student achievement	-EIMS reports provided to teachers. -Reports used in decision making to improve classroom instruction.
2. Provide reports and review data to enhance instructional planning and differentiate instruction for students	-Analyze data from PALS, SOL test results, Interactive Achievement, IXL, and other software applications and record actions taken in teacher lesson plans and school instructional plans

Objective 5.3: Promote the use of technology to inform the design and implementation of next generation standardized assessments.	
STRATEGIES	MEASURES/EVALUATION STRATEGIES
1. Teachers will create and administer benchmark tests that simulate SOL testing and adjust instruction based on these benchmarks to increase student achievement on the Virginia SOL tests	-Usage reports -Evidence of use of benchmark testing and effect on decisions documented in teacher lesson plans

2. Work with Interactive Achievement and other vendors of assessment programs to make improvements toward simulating SOL testing	-Interaction with vendors of assessment software

APPENDIX 1. BUDGET AND TIMETABLE

BUDGET	2015-16	2016-17	2017-18
Telecommunications	$144,468	$144,468	$144,468
Internet Access	$42,132	$42,132	$42,132
Infrastructure	$60,000	$60,000	$60,000
Computer Hardware & Peripherals	$150,000	$150,000	$150,000
Instructional Materials/Software	$55,000	$55,000	$55,000
Professional Development	$12,000	$12,000	$12,000
Total	$463,600	$463,600	$463,600

STATEGIES	TIMETABLE
1.1.1	On-going
1.1.2	Annually
1.1.3	Annually
1.2.1	Annually
1.2.2	On-going
1.2.3	On-going
1.2.4	On-going
1.2.5	Annually
1.2.6	Annually
1.3.1	On-going
1.3.2	On-going
2.1.1	On-going
2.1.2	On-going
2.1.3	On-going
2.2.1	On-going
2.2.2	On-going
2.2.3	Semi-annually
2.2.4	On-going
2.3.1	On-going, Semi-annually
2.3.2	Annually
2.3.3	On-going
2.3.4	On-going
3.1.1	Semi-annually
3.2.1	On-going
3.2.2	On-going
3.2.3	On-going
3.2.4	Annually
3.3.1	On-going
3.3.2	On-going
3.3.3	On-going
4.1.1	On-going
4.1.2	On-going
4.2.1	Semi-annually
4.2.2	On-going
4.2.3	On-going
4.3.1	On-going
4.3.2	On-going
5.1.1	Annually
5.1.2	Annually
5.1.3	Annually
5.2.1	On-going
5.2.2	On-going
5.3.1	On-going
5.3.2	On-going

APPENDIX 2. DIVISION ACCEPTABLE USE POLICY

ACCEPTABLE COMPUTER SYSTEM USE

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart telephones, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system. The procedures shall include:

(1) a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;

(2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to

(a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;

(b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and

(c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;

(3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers;

(4) provisions establishing that all usage of the computer system may be monitored;

(5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;

(6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities.;

(7) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and

(8) a component of Internet safety for students that is integrated in the division's instructional program

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's computer system is not a public forum.

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Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The school board will review, amend if necessary, and approve this policy every two years.

Adopted:
Revised: June 30, 2006
Revised: June 29, 2009
Revised: June 30, 2010
Reviewed: June 28, 2012 (No Changes)
Revised: June 27, 2013
Reviewed: June 30, 2014 (No Changes)

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.
Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.
Cross Refs.: GCPD Professional Staff Members: Contract Status and Discipline
GDPD Support Staff Members: Contract Status and Discipline
JFC Student Conduct
JFC-R Standards of Student Conduct
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File: GAB-R/IIBEA-R
ACCEPTABLE COMPUTER SYSTEM USE POLICY
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internal or external networks.
All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account, may be monitored or read by school officials.
The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system. The procedures shall include:
(1) a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
(2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256; (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and (c) material that the school division deems to be harmful to juveniles as defined in Va.Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
(3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
(4) provisions establishing that the online activities of minors will be monitored;
(5) provisions designed to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
(6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online;
(7) provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors; and
(8) a component of Internet safety for students that is integrated in the division's instructional program.
Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's computer system is not a public forum.
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All use of the Giles County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to,

hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the internet and any other internal or external network.

Computer System Use - Terms and Conditions

1. Acceptable Use. Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.

2. Privilege. The use of the Division's computer system is a privilege, not a right.

3. Unacceptable Use. Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:

-using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.

-sending, receiving, viewing or downloading illegal material via the computer system.

-unauthorized downloading of software.

-using the computer system for private financial or commercial purposes.

-wastefully using resources, such as file space.

-gaining unauthorized access to resources or entities.

-posting material created by another without his or her consent.

-submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.

-using the computer system while access privileges are suspended or revoked.

-vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.

-intimidating, harassing, bullying, or coercing others.

-threatening illegal or immoral acts.

4. Network Etiquette. Each user is expected to abide by generally accepted rules of etiquette, including the following:

-Be polite.

-Users shall not forge, intercept or interfere with electronic mail messages.

-Use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.

-Users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.

-Users shall respect the computer system's resource limits.

-Users shall not post chain letters or download large files.

-Users shall not use the computer system to disrupt others.

-Users shall not modify or delete data owned by others.

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5. Liability. The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of

any violation of these procedures.

6. Security. Computer system security is a high priority for the school division. If an employee identifies a security problem, the employee shall notify the building principal or network system administrator immediately. If a student identifies a security problem, the student shall notify the teacher or school employee supervising the student immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

7. Vandalism. Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited. Any violation of this regulation shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

8. Charges. The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.

9. Electronic Mail (Includes Instant Messaging System). The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

10. Enforcement. Software is installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

11. Internet Safety. The School Division provides teachers training for integrating Internet Safety concepts into instructional activities. Instructional personnel will teach and enforce Internet Safety concepts so students are able to describe the Internet as a cyber community, identify risks they may encounter, explain actions they may take to safeguard their identity, demonstrate respect for others and for intellectual property on the Internet, and identify appropriate behaviors as related to social networking, blogging, email/IM, and website design.

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ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Each child and his or her parent/guardian must sign this Agreement before being granted use of the School Division's computer system.

Prior to signing this Agreement, read Policy and Regulation GAB/IIBEA, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your child's principal.

STUDENT

I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulations. I understand that the School Division may access and monitor my use of

the computer system, including my use of the internet, email and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student Signature_____

Date_____

Student Name Printed_____

PARENT/GUARDIAN

I have read this Agreement and Policy and Regulation GAB/IIBEA. I understand that access to the computer system is intended for educational purposes and the Giles County School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my child.

I grant permission for my child to use the computer system and for the School Division to issue an account for my child.

Parent/Guardian Signature _____

Date _____

Parent/Guardian Name Printed

_____

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Adopted: June 30, 2005
Revision: August 24, 2007
Revision: August 22, 2008
Revision: June 29, 2009
Reviewed: June 28, 2012 (No Changes)
Revision: June 27, 2013
Reviewed: June 30, 2014 (No Changes)

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Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.
Code of Virginia, 1950, as amended, § 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.
Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)
Cross Refs: GCPD Professional Staff Members: Contract Status and Discipline
GDPD Support Staff Members: Contract Status and Discipline
JFC Student Conduct
JFC-R Standards of Student Conduct

APPENDIX 3. SUMMARY OF INTERNET SAFETY PROGRAM

 Internet Safety and appropriate use of network resources is high priority for all stakeholders - parent, teacher, ITRT, library media specialist, technology coordinator, counselor, school resource officer, school and district administrator, school board, and community-in Giles County Public Schools. The system embraces the use and integration of technology to teach educational goals, including those defined by the Virginia Standards of Learning and the Technology Standards for Instructional Personnel. Giles County Public Schools has an Internet acceptable use policy that contains an Internet Safety component and the division maintains current filtering software in an effort to reduce the risks associated with Internet use.

 Giles County Public Schools continuously promotes Internet Safety offering a minimum of one day per summer for technology training for all professional staff; offering after school and in-school technology related workshops on Internet Safety for teachers, students and parents; and offering online professional development courses through a local community college that include an Internet Safety segment in each course. Administrators review teachers' lesson plans to observe documentation for Internet Safety lessons and/or activities and their implementation; ITRTs, library media specialists, and counselors assist teachers and students individually and/or via presentations with Internet Safety materials and contests; and SROs present programs for both students and parents using iSafe materials. An annual review of AUP and Internet Safety along with vigilant log monitoring of filtering and software help ensure safe use of Internet. Stakeholders meet to review the Internet Safety program and make recommendations for future changes if needed. A recommendation/ future goal to promote Internet Safety in the district is the distribution of pertinent information via an online newsletter.